

**UNITED STATES BANKRUPTCY COURT**  
DISTRICT OF NORTH DAKOTA

QUENTIN N. BURDICK UNITED STATES COURTHOUSE  
655 1<sup>ST</sup> AVENUE NORTH, SUITE 210  
FARGO, ND 58102-4932  
[www.ndb.uscourts.gov](http://www.ndb.uscourts.gov)

**DIANNE G. SCHMITZ**  
CLERK

TELEPHONE NUMBER 701-297-7100  
FAX NUMBER 701-297-7105

DATE: April 11, 2008  
SUBJECT: E-Mail Notification of Filing  
FROM: Dianne Schmitz, Clerk  
U.S. Bankruptcy Court

With the implementation of electronic case management, we have the capability to notify debtor(s) by e-mail that a document has been filed in their case. This does not mean the debtor(s) will be able to file documents electronically. It does mean that once we set up the e-mail address in our system:

- debtor(s) will automatically receive e-mail notification of each document filed.
- debtor(s) will have one free opportunity to look at the actual document by clicking on the hyperlink to the document in the e-mail.
- debtor(s) will no longer receive a hard copy of the documents filed.

To receive e-mail notification of filing, a debtor must complete the attached form *Electronic Service Registration and Consent Form for Debtor(s)*. If represented by an attorney the completed form can be electronically filed in CM/ECF using the following event:

**Bankruptcy> Misc/Other> Electronic Service Registration and Consent Form (Debtor)**

Please note the following before completing the form:

- once the executed consent form has been processed, the debtor(s) will receive email notification of all documents subsequently filed in the case or adversary proceeding.
- to receive notification of filing in an adversary proceeding that number must be provided; if you provide only the related bankruptcy case number, that will **not** lead to receiving notification of docket activity in the adversary proceeding.
- debtor(s) may not change the electronic notification preference on a regular basis.

If additional information is needed regarding the electronic notification of filing, please call the Bankruptcy Clerk's Office at (701) 297-7100 or send an e-mail to [clerks\\_office@ndb.uscourts.gov](mailto:clerks_office@ndb.uscourts.gov).